

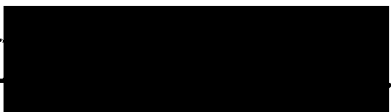
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4 APR 1975

MEMORANDUM FOR: Deputy Director of Security (P&M)
SUBJECT : SRD Productivity Data

1. Attached are pertinent work measurement statistics for the Security Records Division for March 1975.
2. A comparison of units produced in March against those produced in February reveals rather substantial increases in Filing Activities (45920 to 73183) and Computer Support Activities (53812 to 72787). These increases resulted from a number of special and priority requirements levied upon the Division.
3. Communications Activities increased from 4327 units in February to 7520 units produced in March. The preparation of pouch manifests and courier receipts caused the increase.
4. Personnel of the Communications Section provided support to the FOI Task Force assigned to the Policy and Plans Group by reproducing twenty (20) Security dossiers, one of which required three and one-half hours.
5. A total of thirty-nine (39) employees of the Division were involved in varying degrees in providing support to the Office of Personnel for the Alumni Days Project. The project involved key-punching large groups of names on a priority basis and reviewing several thousand Security files to determine if there were any significant security factors precluding an invitation to participate in one of the two planned alumni days. The project required considerable overtime and a team of five (5) persons spent a day at the Records Center reviewing retired Security files.


Chief,
Security Records Division

STATINTL

Attachment:
As Stated

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cc: C/118

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INTERNAL
USE ONLY

CONFIDENTIAL



SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

SRD Productivity Data

FROM

Chief, SRD

STATINTL

EXTENSION

7338

NO.

DATE

4 APR 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/PPG
4E-58 Hqs.

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